

Email Template #1: NFO Assignment Email to Requester (External)

Once a request is assigned to a FOIA Program, email the requester using the assignment email template below.

Send via FOIAOnline- Correspondence to Requester.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: Assignment for [Insert Tracking Number]

Hello,

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA), National FOIA Office (NFO) on [Received Date]. You are seeking the following records: [Request Description].

[UNUSUAL CIRCUMSTANCES (OPTIONAL)]

Pursuant to 40 C.F.R. § 2.104(d), an extension of time to respond to your request is necessary. Given the scope of the request, EPA anticipates that the response will require a significant amount of EPA's resources and time [SELECT AT LEAST ONE: to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request and/or to search for, collect, and appropriately examine a voluminous amount of separate and distinct records and/or for consultation with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject-matter interest therein.] EPA has begun coordinating the search for responsive records in our files. Because of the unusual circumstances described above, it is difficult to predict with certainty how many records may be involved. EPA anticipates that the response will take at least an additional 10 working days to respond. If EPA will require more than the additional 10 working days to respond, our FOIA Program will contact you to provide information on the estimated date of completion, and an opportunity to modify your request so that it may be processed more quickly.

[ASSIGNMENT (REQUIRED- CHOOSE ONE)]

[A. REGIONAL ASSIGNMENT]

Your FOIA request was assigned to EPA's Region XX Office for processing. R1: You may contact Region 1's Cristeen Schena at (617) 918-1102 or schena.cristeen@epa.gov. R2: You may contact Region 2's Wanda Calderon at (212) 637-3668 or calderon.wanda@epa.gov. R3: You may contact Region 3's FOIA Program at (215) 814-2050 or R3FOIA@epa.gov. R4: You may contact Region 4's Andrea Hines at (404) 562-9698 or hines.andrea@epa.gov. R5: You may contact Region 5's Kaushal Gupta at (312) 886-6803 or gupta.kaushal@epa.gov. R6: You may contact Region 6's Nancy Ho at (214) 665-3179 or r6foia@epa.gov. R7: You may contact Region 7's Edie Stevens at (913) 551-7803 or stevens.edie@epa.gov. R8: You may contact Region 8's Alan Engels at (303) 312-3606 or engels.alan@epa.gov. R9: You may contact Region 9's Ivry Johnson at (415) 947-4251 or johnson.ivry@epa.gov. R10: You may contact Region 10's Stephanie Kercheval at (206) 553-8665 or kercheval.stephanie@epa.gov.

[B. HEADQUARTERS ASSIGNMENT]

Your FOIA request was assigned for processing to EPA's **AO**: Office of the Administrator (AO). You may contact AO's Victor Farren at (202) 564-0808 or farren.victor@epa.gov. **OAR**: Office of Air and Radiation (OAR). You may contact OAR's Sabrina Hamilton at (202) 564-1083 or hamilton.sabrina@epa.gov. **OCFO**: Office of the Chief Financial Officer (OCFO). You may contact OCFO's Chandra Kennedy at (202) 564-8317 or kennedy.chandra@epa.gov. **OCSPP**: Office of Chemical Safety & Pollution Prevention (OCSPP). You may contact OCSPP's Jonah Richmond at (202) 564-0210 or richmond.jonah@epa.gov. **OECA**: Office of Enforcement and Compliance Assurance (OECA). You may contact OECA's Maya Newman at (202) 564-2483 or newman.maya@epa.gov. **OGC**: Office of General Counsel (OGC). You may contact OGC's Beatriz Collazo at (202) 564-1259 or collazo.beatriz@epa.gov. **OIG**: Office of Inspector General (OIG). You may contact OIG's Scott Levine at (202) 566-0641 or levine.scott@epa.gov. **OITA**: Office of International and Tribal Affairs (OITA). You may contact OITA's Inga Barnett-Owens at (202) 564-6439 or barnett-owens.inga@epa.gov. **OLEM**: Office of Land and Emergency Management (OLEM). You may contact OLEM's Wanda McLendon at (202) 566-1917 or McLendon.Wanda@epa.gov. **OMS**: Office of Mission Support (OMS). You may contact OMS's Justin Bossard at (202) 564-1872 or bossard.justin@epa.gov. **ORD**: Office of Research and Development (ORD). You may contact ORD's Rebecca Clausen at clausen.rebecca@epa.gov. **OW**: Office of Water (OW). You may contact OW's Lynn Zipf at (202) 564-1509 or Zipf.Lynn@epa.gov.

[OPTIONAL: if Fee Waiver requested] We have received your request for a fee waiver and the determination will be sent in a separate correspondence.

If you have any questions about the processing of your request, please contact the above-mentioned office and reference your request tracking number. If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8610 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769. For all media inquiries, please contact press@epa.gov.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office
U.S. Environmental Protection Agency

Email Template #2: NFO Intake Coordination Email to FOIA Program (Internal)

After the NFO Intake Review, if the Intake Reviewer determines that the request needs additional information to process the request, contact a FOIA Program using the template below. Send the Intake Coordination via email in Outlook and attach a copy of the FOIA request or PDF Case File. After sending, save a PDF copy of your email, and upload a copy to the FOIAOnline case file. Add Comments in FOIAOnline documenting steps taken for the Intake Coordination.

Email from: NFO Intake Reviewer

Email to: FOIA Program FOIA Officer or Coordinator

Email cc: FOIA Program Alternate/Backup

Subject: NFO INTAKE COORDINATION – [Insert Tracking Number]

This is a National FOIA Office Intake Coordination for the above-mentioned FOIA request. A copy of the request is attached. Please review the attachment to determine if the request has enough information for your office to process under the FOIA. Please reply with one of the options below and by filling-in the requested information **no later than 5:00 pm your time on the next working day.**

NFO Preliminary Intake Review

☐ The request is not reasonably described – clock not started – See Regulations at 40 C.F.R. 2.102(c)

☐ The request is reasonably described – clock started – request may need additional clarification

NFO Notes: [Insert notes on additional information or other FOIA Programs contacted]

FOIA Program Preliminary Intake Coordination (please complete)

1. ☐ **The request is not reasonably described.** My FOIA Program does not have enough information at this time to identify and locate the records. I understand the NFO will schedule a conference call with the FOIA requester. Our Program would like to be a part of the call: YES ☐ or NO ☐
 - What additional information is necessary to process this request? (e.g. subject matter, date range, internal or external correspondence):
 - If YES, point of contact from your Program to attend the call:
 - If YES, what are the preferred dates and times to attend the call:
2. ☐ **The request is reasonably described.** My FOIA Program has enough information at this time to identify and locate the records.
 - a) ☐ Please assign to my FOIA Program - additional clarification may be handled by my program.
 - b) ☐ We would like the NFO's assistance in seeking additional clarification. Please stop the clock and schedule a conference call with the FOIA requester. Our Program would like to be a part of the call: YES ☐ or NO ☐
 - What additional information is necessary to process this request? (e.g. subject matter, date range, internal or external correspondence):
 - If YES, point of contact from your Program to attend the call:
 - If YES, what are the preferred dates and times to attend the call:

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3. ☐ **The request does not relate to work in my program.** Please assign to another FOIA Program or agency.
 - Suggested FOIA Program/agency if known:
4. ☐ OPTIONAL: The request can be responded to with **publicly available** or **previously released records**. The records are available at: *[INSERT LINK HERE]*
 - ☐ The enclosed records fully respond to the request; *OR*
 - ☐ The enclosed records partially respond to the request.

If you have any questions about this NFO Intake Coordination, please contact me.

Sincerely,

[INSERT SIGNATURE BLOCK]

Email Template #3: NFO Not Reasonably Described Email to Requester (External)

After the FOIA Program replies to the NFO Intake Coordination, if the FOIA Program agrees the request needs more information to process (Option #2), email the requester using the template below. Send via FOIAOnline- Correspondence to Requester and cc: yourself for reply emails.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: EPA FOIA Request - INSERT CASE NUMBER

Hello,

The Environmental Protection Agency (EPA), National FOIA Office (NFO) has reviewed the above-referenced request. Your FOIA request does not reasonably describe the records you are seeking in a way that will permit EPA employees to identify and locate them.

EPA's FOIA regulations state: "Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, the requester should include any file designations or descriptions for the records that the requester wants. The more specific the requester is about the records or type of records that the requester wants, the more likely EPA will be able to identify and locate records responsive to the request." 40 C.F.R 2.102 (c) The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify reasonably described records.

EPA would like to give you the opportunity to discuss and modify your request so that we can process it.

SELECT ONE:

[A. REPLY IN WRITING]

Please respond to this email providing the information below to [Insert email address].

[Insert necessary information here]

[B. SCHEDULE CALL]

EPA staff are available to contact you during the dates and times specified below. Please respond to this email indicating your preference for a phone call. EPA may also call to confirm the conference call.

Please reply to [Insert email address].

1. ENTER DATE AND TIME

2. ENTER DATE AND TIME

3. ENTER DATE AND TIME

CONTINUE HERE

Please reply within 20 calendar days from the date of this email. If we do not hear back from you, EPA may issue a final determination to close out your request. Please note that you are not prohibited from

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submitting additional Freedom of Information Act requests in the future. For more information, please visit our website at: <https://www.epa.gov/foia>.

If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8610 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769. We look forward to your prompt reply.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office

U.S. Environmental Protection Agency

Email Template #4: NFO Clarification Email to Requester (External)

After the FOIA Program replies to the NFO Intake Coordination, if the FOIA Program would like the NFO's assistance with clarifying search terms for processing (Option #2), email the requester using the template below.

Send via FOIAOnline- Correspondence to Requester and cc: yourself for reply emails.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: EPA FOIA Request - INSERT CASE NUMBER

Hello,

The Environmental Protection Agency (EPA), National FOIA Office (NFO) has reviewed the above-referenced request and would like to give you the opportunity to discuss and modify your request. Additional information would help us process your request in a more efficient manner.

[INSERT SPECIFIC ADDITIONAL INFORMATION]

EPA's FOIA regulations state: "Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, the requester should include any file designations or descriptions for the records that the requester wants. The more specific the requester is about the records or type of records that the requester wants, the more likely EPA will be able to identify and locate records responsive to the request." 40 C.F.R 2.102 (c) The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify reasonably described records.

EPA would like to give you the opportunity to discuss and modify your request.

SELECT ONE:

[A. REPLY IN WRITING]

Please respond to this email providing the information below to [Insert email address].

[Insert necessary information here]

[B. SCHEDULE CALL]

EPA staff are available to contact you during the dates and times specified below. Please respond to this email indicating your preference for a phone call. EPA may also call to confirm the conference call.

Please reply to [Insert email address].

1. ENTER DATE AND TIME
2. ENTER DATE AND TIME
3. ENTER DATE AND TIME

CONTINUE HERE

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Please reply with your availability within 20 calendar days from the date of this email. If you have any questions, please contact me. If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8610 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769. We look forward to your prompt reply.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office

U.S. Environmental Protection Agency

**Email Template #5: NFO Email to Requester (memorializing first call to schedule second call)
(External)**

After the FOIA Program replies to the NFO Intake Coordination, if the FOIA Program would like the NFO's assistance with clarifying search terms for processing (Option #2), you may call the requester to schedule a call. If so, memorialize the scheduled time with a follow-up email to the requester using the template below.

Send via FOIAOnline- Correspondence to Requester and cc: yourself for reply emails.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: EPA FOIA Request - INSERT CASE NUMBER

Hello,

The Environmental Protection Agency (EPA), National FOIA Office (NFO) has reviewed the above-mentioned request and would like to give you the opportunity to discuss and modify your request. Thank you for speaking with us over the phone today. As discussed, our team is available to contact you during the date and time specified below.

1. ENTER DATE AND TIME

EPA will reach you at the phone number provided in your FOIA request. If you have any questions, please contact me. You may also reach EPA's FOIA Public Liaison at hq.foia@epa.gov or 202-566-1667. We look forward to speaking with you.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office

U.S. Environmental Protection Agency

**Email Template #6: NFO Email to Requester Memorializing Clarification after Phone Call
(External)**

After confirming the scope of the request with the Requester over the phone, send an email to the requester using the template below.

Send via FOIAOnline- Correspondence to Requester and cc: yourself for reply emails.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: EPA FOIA Request – Modification/Clarification - INSERT CASE NUMBER

Hello,

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA), National FOIA Office (NFO) on INSERT Receipt Date and requesting the following records: INSERT request description.

On INSERT date of clarification call, EPA's INSERT names of employees present for the call called to speak with you about your request. As indicated in 40 C.F.R. § 2.102(c), we discussed specific information about the records you seek, including possible time-period, possible authors, and a more detailed description of the records' subject matter. You provided additional detail about your request. Specifically, you are seeking:

Subject matter: Insert subject matter here

Date Range: Insert date range here

Possible Record Locations or Custodians: Insert search offices and/or custodians here

Your FOIA request is being assigned to EPA's INSERT agency processing office for processing. If you wish to narrow the scope of clarify your request further so that EPA can process your request more efficiently, please contact the above-mentioned office and reference your request tracking number. INSERT POC for agency processing office if known. If unknown, state please contact the National FOIA Office at (202) 566-1667.]

If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8610 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office

U.S. Environmental Protection Agency

Email Template #7: NFO Email to Requester with Letter Attachment (External)

If the request requires a Fee Waiver Determination, Expedited Processing Determination, or an Interim or Final Release letter, send an email to the requester using the template below and attaching the letter. Send via FOIAOnline- Correspondence to Requester.

Email from: NFO Intake Reviewer

Email to: FOIA Requester

Subject: EPA FOIA Request - INSERT CASE NUMBER

Hello,

Regarding the above-mentioned Freedom of Information Act Request, please see the attached correspondence.

Sincerely,

[FOIA SPECIALIST]

National FOIA Office

U.S. Environmental Protection Agency